

INVESTIGATION PLAN

A. OVERVIEW	
Investigation title:	<u>Karen Connor</u>
Description, Objectives and Scope:	Daniel Smith alleges he is being sexually harassed by his supervisor, Karen Connor. This investigation is to determine whether there is any merit to Mr. Smith's complaint.
Lead Investigator	[Sexual Harassment Officer]
B. BASIC INFORMATION	
Allegations:	Mr. Smith alleges that over the course of the last two (2) months, Ms. Connor has repeatedly talked about her personal sex life, asked Mr. Smith about his personal sex life, and asked Mr. Smith to attend "swingers" parties on a weekly basis. Most recently, Ms. Connor gave Mr. Smith a performance rating of a 2 when he has been consistently marked at 4 – 5 for the last five (5) years. Mr. Smith alleges the change in performance rating is because he has refused Ms. Connor's advances.
Applicable Standards	<ul style="list-style-type: none"> - Mayor's Order 2017-313, dated December 18, 2017 - D.C. Ethics Code (Title 6-B, Chapter 18 of the DCMR) - Corrective and Adverse Actions (Title 6-B, Chapter 16 of the DCMR)
C. CHRONOLOGY	
Case chronology:	<ul style="list-style-type: none"> - August 2017 – present: Ms. Connor asks Mr. Smith to attend "swingers" parties weekly. Mr. Smith refused each invitation. - December 3, 2017: Ms. Connor verbally informed Mr. Smith that she would provide him with a low performance rating if he did not go to a "swingers" party with her - December 5, 2017: Mr. Smith rated "2" out of possible 5. - January 5, 2018: Mr. Smith reported events to HR - January 5, 2018: HR reported events to SHO
D. EVIDENCE	
Documentary, and Physical evidence:	<ul style="list-style-type: none"> - E-mails inviting Mr. Smith to attend "swingers" parties (from Ms. Connor to Mr. Smith) [Sept 2017] - Mr. Smith's performance evaluations (2015 to present)
Witnesses:	<ul style="list-style-type: none"> - Daniel Smith, Program Analyst - Samuel Adams, Program Analyst - Jack Daniels, Program Analyst - Karen Connor, Deputy Director (supervisor to Mr. Smith)
E. LOGISTICS	
Itinerary:	<ul style="list-style-type: none"> - January 8, 2018: informational meeting with HR - January 9, 2018, 1pm: meeting with agency counsel re: investigation plan - January 10, 2018, 12pm: Interview of Daniel Smith - January 10, 2018, 2pm: interview of Samuel Adams - January 10, 2018, 4pm: interview of Jack Daniels - January 11, 2018, 4pm: interview of Karen Connor

Notifications:	<ul style="list-style-type: none"> • January 5, 2018: Mr. Smith notified HR of allegation via email • January 5, 2018: SHO notified by HR of allegations via email; initial meeting schedule with HR for follow-up on Jan. 10 • January 7, 2018: Mr. Smith notified that SHO is investigating the allegations
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